

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	CFAY-004-02-05
		募集締切日: Closing Date	12 Sep 05
		発行日: Date of Issue	30 Aug 05
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) Administrative Specialist, #10 (管理専門職) 受諾可能な下位等級 Acceptable Trainee Level: 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander Fleet Activities, Yokosuka Safety Office, Training and Administrative Division (Code 004T) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		1 名	5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (____ヵ月 Months)
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hww) 勤務日 Work Days: 月曜日から金曜日 Monday ~ Friday 勤務時間・休憩 Work Hours/Recess Period: 0745-1630/1145-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <p style="text-align: center;">See attached task list.</p>			
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Must have GOJ class 1 large sized vehicle driver's license. c. Knowledge of the programs and operations of the Driver's Licensing Office. d. Knowledge of traffic law/safety regulations to educate and examine SOFA and local nationals applicants. e. Skill in operating office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and PowerPoint) and Communications. f. Skill in operating class 1 large sized vehicle. g. Ability to demonstrate and educate safety-driving techniques. h. Ability to speak, read, and write English at fluent proficiency level (LAD-3). i. Ability to speak, read, and write Japanese at native language level. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Must have GOJ class 1 large sized vehicle driver's license. c. Skill in operating class 1 large sized vehicle. (Note) The selectee of this position must successfully pass driver's license examinations and get class 1 tractor driver's license, large sized special equipment driver's license, and several heavy construction equipment operator's permits. * A handicapped applicant may be accepted, depending upon the degree and the kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : 7/8 欄参照 See block 7&8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Copy of English Proficiency Certificate <input checked="" type="checkbox"/> 日本政府発行の第1種大型自動車運転免許証の写し Copy of GOJ Class 1 Large Sized Vehicle Driver's License <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)		Driving or boarding examination vehicle.
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
☞ 担当部署/担当者名 Office/POC Management Office, CFAY 人事管理課 Mr. Sato/Ms. Ishihara 佐藤・石原 DSN 243-8148 / 8143 NTT 046 (816) 8148 / 8143	〒238-0001 神奈川県横須賀市泊町 1 番地、Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (N131D) ☎046 (816) 8152 (DSN) 243-8152	PD No: CFAY-004T-007 PD is accurate and current. Certified by Activity: ts 8/19 HRO: ah8/30 yk 8/30

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

ADMINISTRATIVE SPECIALIST

1. Performs various administrative duties in the Driver's Licensing Office. This work requires thorough knowledge of the programs and operations of the Driver's Licensing Office. Decisions affecting outside organizations and policy matters are referred to the Safety Manager. Frequently interacts with the CFAY Security Detachment, other Navy organizations and Kanagawa Prefectural agencies. 10%
2. Raw data is obtained from these organizations, and then the data is entered into a database and analyzed utilizing an Excel spreadsheet program. The incumbent is responsible to look for trends and develop reports to inform the command of vehicular accident trends and propose methods of how to reduce accident rates. 10%
3. Interacts daily with community members ranging from youth to spouses to high-ranking officers. Interaction includes providing information, receiving applications and other paperwork, providing instruction, testing, examining and issuing licenses. Interactions with these community members involve very different skills than when issuing standard Government vehicle licenses. 30%
4. Indoctrinates newly arriving drivers in defensive driving procedures, safety rules and regulations, and military and local traffic laws. Instruct drivers in the proper operation and utilization of Government vehicles, and proper use of all forms and reports needed in the operation of government vehicles. Administers and/or conducts applicable knowledge and driving skills tests for members requesting driver's licenses. Determines test scores in accordance with applicable standards. Receives, verifies, processes, and files records of personnel qualifying for all levels of operator's permits and licenses. Issues Government vehicle operator licenses to various low and mid-grade military, U.S. civilian and Japanese workers. 45%
5. Performs other related or incidental duties as assigned. 5%